

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Engineering Technician I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Locates and marks underground utilities and manages utility location request records. Updates and completes city documents, maps and plats. Issues permits. Surveys systems. Supervises and assists crews. Provides administrative assistance and performs related duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Locates underground utilities by marking utility lines and mains using locating equipment and drawing books, reading and interpreting construction drawings, lifting and exposing manhole covers and water valves, inspecting sites, distinguishing departmental utilities from others and reporting all buried boxes for excavation.
2	L	Manages utility location request records by sorting tickets from call center, routing records, entering data into computer programs, researching and gathering information for reports, recording information onto log sheets, maintaining summary records, monitoring expiring tickets, sending responses to call center and complying with 48 hour state regulation.
3	S	Updates and completes city documents, maps and plats by logging ordinance numbers, street closures and physical surveys, making measurement calculations with computer assisted design, utilizing technical writing to update house, subdivision and index plats and changing house numbers.
4	S	Issues permits by reviewing applications to determine if route is suitable for move and if any restrictions are necessary, explaining permit procedures and processes to contractors, homeowners and engineers, reviewing proposed excavation plans to determine if construction methods are acceptable and in compliance with city ordinances, regulations and departmental policies, recommending projects that may need further review, generating computer records of activities, creating and maintaining GIS maps, issuing permits and calculating permit charges.
5	M	Surveys water systems for leak detection by inspecting water meters, valves and fire hydrants with equipment to pinpoint and mark leaks and reporting nonconformance to distribution supervisors for repair.
6	M	Supervises and assists water and wastewater crews by responding to calls to locate leaks and breakages, sampling water for testing and locating buried valves, manholes and cleanouts.
7	L	Provides administrative assistance by assisting customers with complaints and providing information, meeting tenants to inspect leaks in homes, testing fixtures, issuing water savings kits, generating and distributing reports and correspondence, updating and maintaining records, catalogs, tapes and maps, verifying accuracy of information, maintaining financial reports and assisting with receptionist duties.
8	S	Performs related duties by creating discs containing data for maps, plats and plans and preparing visual aids for division presentations.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six months in Drafting or Sub professional Engineering.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read blueprints, maps, survey notes, specifications and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various logs, field notes and correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others. May sometimes play a lead role in an operation or activity involving a crew.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field work, locating utilities, retrieving files
Sitting	F	Computer, desk work, telephone, driving
Walking	F	Locating utilities, to/from office equipment
Lifting	F	Manholes, books, records, equipment
Carrying	F	Manholes, books, records, equipment
Pushing/Pulling	F	Manholes, chair, file cabinet drawers
Reaching	F	Meter valve box, books, records, equipment
Handling	F	Manholes, books, records, equipment
Fine Dexterity	F	Computer keyboard, telephone keypad, using equipment
Kneeling	F	Opening meter boxes, using equipment, retrieving books and drawings
Crouching	F	Opening meter boxes, using equipment, retrieving books and drawings
Crawling	O	Locating utilities
Bending	F	Lifting manholes, equipment, books
Twisting	F	Lifting manholes, equipment, books
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, driving, locating utilities
Hearing	C	Staff, supervisor, contractors, homeowners, radio, telephone
Talking	F	Staff, supervisor, contractors, homeowners, radio, telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Shovel, pick, metal detector, M scope, LS-800 Heath Tech, measuring tape, traffic cones, vehicle, paint, painting equipment, measuring wheel, 2 way radio, computer, Standard Microsoft Windows and Office software, Miss Utility Ticket Manager, ArcView, Hansen, laser or inkjet printer, copy machine, office supplies, telephone, fax machine, copy machine, scales, triangles, Autocad

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety glasses, safety vest, safety cones, steel toed shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)